

**TENNESSEE HOUSING DEVELOPMENT AGENCY
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

SUMMARY OF INFORMAL REVIEW/HEARING PROCEDURES

1. THDA makes certain decisions about rental assistance for applicants or participants.
2. THDA sends a letter to the Housing Choice Voucher applicant or participant describing the decision and what the applicant or participant may do if they do not agree with the decision.
3. If the applicant or participant does not agree with THDA's decision and properly requests an informal review within fifteen (15) days, the Housing Assistance Manager of the relevant THDA Office conducts a review.
4. THDA sends a letter to the applicant or participant describing the results of the review by the Housing Assistance Manager and what the applicant or participant may do if they do not agree with the decision.
5. If the applicant or participant does not agree with the decision by the Housing Assistance Manager and properly requests further informal review within fifteen (15) days, a review is conducted by the Director of Rental Assistance or designee.
6. THDA sends a letter to the applicant or participant describing the results of the informal review by the Director of Rental Assistance or designee and what the applicant or participant can do if they do not agree with the decision.
7. If an applicant or a participant does not agree with the decision by the Director of Rental Assistance or designee and makes a proper formal appeal under the Uniform Administrative Procedures Act, a contested case hearing will be held by an State of Tennessee administrative law judge sitting alone.
8. The administrative law judge will notify the applicant or participant about the hearing. After the hearing, the administrative law judge will make a decision (an initial order), will notify the applicant or participant about the decision.
9. The decision of the administrative law judge becomes final unless THDA or other parties seek review of the decision (initial order) by the Executive Director or designee. In this case, the Executive Director's decision becomes the final order. The applicant or participant will be notified of the final order.
10. The applicant or participant may file a petition for judicial review of the final order in the Chancery Court for Davidson County within sixty (60) days of the date of the decision or final order.
11. If at any point in the process, there is no proper appeal, the unappealed decision stands and can be enforced. A petition for judicial review will not stop enforcement of the decision unless so ordered by a judge. Until a decision is final, the status quo is maintained.